



IMC

Final Minutes

Tuesday 5 May 2015; 11:00 GMT

Room D, Corby, UK & Teleconference

Present:	Name	Initials	Position
Members:	Kevin Byrne	KB	Chairman
	Stephen Rinsler	SR	Honorary Secretary
Members by 'phone:	Paul Brooks	PB	President
	Becky Loo	BL	IVP
	David Collenette	DC	IVP
	Ibrahim Jibril	IJ	IVP
	Amal Kumarage	AK	IVP
	Robin Dunlop	RD	IVP
	David Pugh	DP	Honorary Treasurer
	Jan Steenberg	JS	Trustee & IVP
	Elliot Price	EP	YP Convenor
In attendance:	Keith Newton	KN	Secretary General
	Steve Agg	SA	CEO (UK)
	Ceri Williams	CW	IC&AC
	Duncan Snook	DS	Director of Finance
	Harriet Leung	HL	
	Hanna Lucas (part)	HLu	
In attendance by 'phone	Jon Harris (part)	JH	IPDC
Apologies:	Rupert Nichols, Robin Dunlop, Umar Usman, Radzak Malek, Aisha Ali Ibrahim		

	Item	Action
1.0	Welcome KB welcomed members to the meeting	
2.0	Minutes of Meeting on Tuesday 3 February 2015 DC seconded KB's proposal that the minutes of the meeting on Tuesday 3 February 2015 be passed as an accurate representation of the meeting and be approved for posting on the website.	

3.0	Strategy KN provided an update on the 2 Year Tracking and the 5 year Strategy	
3.1	KN confirmed that a provider had been selected for the new International website and requested input and support from all countries and regions	ALL
4.0	IVP Role and Regional Co-ordinators KN reported that the strategy document initiated at Convention 2014 and developed in November's IMC meetings had been further developed in the last few months. IMC support is now required to move this forwards and volunteers are invited to test the regional model	IVPs
4.1	KB to approach selected regions for testing of the model	KB
4.2	KN stated that the IMC needs to be regionally rather than secretariat driven which requires IVPs to take up their roles	IVPs
4.3	SR suggested a call for discussion on selected items to promote engagement KN suggested alignment of WiLAT and YP reps with IMC regions KN/PB to consider and make recommendation	KN/PB
5.0	Conferences & Conventions	
5.1	Africa Forum Report KN reported that AF was a good regional event with WiLAT and YP involvement. Maj Gen Umar Usman is the new AF chairman	
5.2	China Convention Report KN reported that the second International China conference was held last week. The event was well supported by CILT branches in Singapore and Ireland. 45 International Speakers and over 200 delegates attended the event which will now run for a 3rd year in 2016.	
5.2.1	SR thanked Dorothy Chan for her work over past few weeks in China, Australia and Singapore	
5.3	International Convention 2015 (13-16 Sept 2015) KN provided an update following UAE's decision to withdraw as host. Convention is now being organised by a small International committee (KN, CW, HLu) with CILT International also bearing the risk. Convention will still be held in Dubai and the local branch will have some involvement. The venue is confirmed and a £12,000 deposit has been paid. The committee is working with DS's team on budget (based on 200 delegates) and will set pricing within the next week. Booking will be available online by mid May.	IVPs
5.3.1	KN asked for an international commitment to drive bookings KB reinforced this and emphasized that all TO/IB should be represented	
5.3.2	KN confirmed the aim to price the event consistently with recent years, and stated that delegates would book their own choice of hotels	
5.3.3	Hlu spoke on the detail of the 4 day programme: Day 1: WiLAT and YP conferences and delegation Days 2 & 3: Committee meetings, International Speakers and International Council Meetings. Welcome Event on evening 2 and President's Dinner on evening 3 Day 4: Port visit and country to country meetings.	
5.3.4	KN requested suggestions of International Speakers	ALL
5.3.5	KN emphasized the size of the task for the secretariat and reinforced the request for support	ALL

<p>5.4</p> <p>5.4.1</p> <p>5.4.2</p> <p>5.4.3</p>	<p>International Convention 2016</p> <p>DC reported that CILT N America were happy to host the event at The Queen Elizabeth Hotel in Montreal – a 4* value for money venue. Dates are yet to be confirmed as 8-12 May 2016 or 15 – 19 May 2016. Air Canada have agreed to be the official airline and there are good air links globally.</p> <p>A Steering committee is to be formed with a local chair, driven by DC and Bob Armstrong. The plan is to follow the usual model, using day 4 for an outlook event attracting local delegates. Suggestion for Day 5 trip (3hrs by train) to Quebec city.</p> <p>DC confirmed that the N America Delegation for Dubai would include himself, Bob Armstrong and Tom Maine</p> <p>DC is considering Visa challenges as a priority</p> <p>DC to feedback to KN once hotel details are confirmed</p>	<p>DC</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.2.1</p> <p>6.2.2</p> <p>6.2.3</p> <p>6.2.4</p> <p>6.3</p>	<p>Committee Reports</p> <p>IAC</p> <p>David Pugh reported that the next meeting will be held on 12 May The auditor's report will be received in the meantime</p> <p>IESC</p> <p>JH reported on the overall progress of the IESC and highlighted the following key points on the update report:</p> <ul style="list-style-type: none"> - Education champions have been appointed for around 75% of branches and territories - IVPs were asked to validate the details of their respective champions and to fill in any gaps by nominating country representatives - A dashboard report has been set up to give a summary picture of where we are on education income and performance - The education strategy document is now in final form and was signed off by the IMC subject to minor changes and development of the action plan for 2015 <p>KB requested clarification on the education offering for convention JH confirmed that this would contain a focus on CPD, launch of the CPD tool kit, Global Training Directory and the Advanced Diploma.</p> <p>SR requested timing on work on the e learning platform as this is an important priority JH confirmed that this would form part of his work programme for the second part of 2015 and that we were working closely with CILT branches in Ireland and UK on this issue</p> <p>SR advised that the education strategy / dashboard should not contain too many KPIs. SA agreed</p> <p>KN confirmed that work on the education strategy would be prioritised according to resources available</p> <p>IMSC</p> <p>KN reported that the main task the committee is working on is the guidelines document which Hong Kong have provided resource to develop. The document is now ready to take to the COT meeting on 12 May</p>	

7.0	Territorial Organisations and International Branches	
7.1	KN reported that South Africa is in cash flow crisis with a lack of income and outstanding debt. A new chairperson and committee are now in place with new strategy and energy. The committee are in partnership with an education provider, who is the main partner with SIPS in South Africa, and are looking at accrediting other suppliers. South Africa hope to send a delegation to convention in Dubai.	
7.2	KN reported that Ukraine and Cameroon are progressing towards new branch status	
7.3	UU intends to visit/support Ethiopia	
8.0	Key Developing Groups	
8.1	WiLAT KN announced the launch of WiLAT in Singapore as another active group	
8.2	YP EP announced a new organisational chart and a schedule of regular meetings (attendance levels to be resolved) RAs are in place and will concentrate on one country per month. Work is underway on the YP offering for convention and there is a plan for the YP group to organise YP webinars. EP plans to develop international country profiles from a YP perspective based on information from branch annual statements	
8.2.1	KB hopes there will be a strong YP contingent in Dubai supported by local territories and branches	
9.0	Any other Business	
9.1	KN requested direction from the meeting on the sourcing and supply of merchandise items to ensure consistent international standards of design and quality	
9.1.1	Meeting agreed for CILT in UK to take responsibility for the programme	
9.1.2	PB requested confirmation of products and price points	SA
10.0	Dates of Next Meetings	
	- Tuesday 21 July 2015 at 12 noon (British Summer Time)	
	- 14/15 September 2015 in Dubai	